



NEBRASKA INFORMATION  
TECHNOLOGY COMMISSION

GUIDELINES

**Lotus Notes Guidelines for State Government  
Agencies**

Category	<b>Groupware Architecture</b>
Title	<b>Lotus Notes Guidelines for State Government Agencies:</b> <b>1. Internet Address</b> <b>2. Similar Names</b>
Number	

Applicability	<input checked="" type="checkbox"/> State Government Agencies, <b>excluding</b> Higher Education; and agencies receiving an exemption pursuant to Section 4.0..... <b>Guideline</b> <input type="checkbox"/> State Government Agencies, all ..... <b>Not Applicable</b> <input type="checkbox"/> State Funded Entities - All entities receiving state funding for matters covered by this document..... <b>Not Applicable</b> <input type="checkbox"/> Other: _____ <b>Not Applicable</b>  <b>Definitions:</b> <b>Standard</b> - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of the Nebraska Information Technology Commission after review by the Technical Panel. <b>Guideline</b> - Adherence is voluntary.
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Status	<input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Draft <input type="checkbox"/> Other: _____
Dates	<b>Date: September 1, 2004</b> Date Adopted by NITC: Other:

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Authority: Neb. Rev. Stat. § 86-1506(6)  
<http://www.nitc.state.ne.us/standards/>

## 1.0 Technical Guidelines:

### 1.1 Internet Address:

The following naming conventions can be used for Internet addresses:

**Preferred:**

[FirstName.LastName@xxx.ne.gov](#)

**Acceptable:**

[FirstName.LastName@xxx.state.ne.us](#)

[FLLLLLLL@xxx.ne.gov](#)

[FLLLLLLL@xxx.state.ne.us](#)

[FLastName@xxx.ne.gov](#)

[FLastName@xxx.state.ne.us](#)

[FLLLLLLL@xxx.state.ne.us](#) ,

where F is the first character of the first name,  
LLLLLLL is up to the first seven characters of the last name.

[FLastName@xxx.state.ne.us](#),

where F is the first character of the first name,  
LastName is the user full last name.

xxx can be any Department of Communications (DOC) approved identifier.

### 1.2 Similar Names:

When names are similar, distinguishing information should be added in the address book to the Middle Name field after the name is registered in Notes. The recommended information is either the Agency, Department, or City.

## **2.0 Purpose and Objectives:**

### **2.1 Internet Address:**

The internet address should clearly identifies the recipient is a member of Nebraska State Government and what agency they work for.

### **2.2 Similar Names:**

With thousands of users on the same system there are going to be several users with similar names. As a result, sometimes critical/confidential e-mail is addressed to the wrong individual.

## **3.0 Definitions**

NA

## **4.0 Applicability**

This guideline applies to all state government agencies, except Higher Education. Adherence to guidelines is voluntary.

## **5.0 Responsibility**

Agencies utilizing Lotus Notes.

## **6.0 Related Policies, Standards and Guidelines**

NA